

HAWAII DEPARTMENT OF PUBLIC SAFETY
MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST
Saguaro Correctional Center, June 29 – July 1, 2010

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Item	Page No.	Contract Item & Description	Compliant	Non-Compliant	Comments
A.	20	<u>ACA Accredited Facility:</u> (RRC & SCC to be accredited within 18 months of facility activation)			Date of Accreditation (every 3 yrs): October 2008
		1. Mandatory (100%)	X		Mandatory Score: 100%
		2. Non-mandatory (90%)	X		Non-mandatory Score: 100%
		3. Life Safety Code/Fire Codes	X		Sprinklers operational: Feb 2010 Fire Marshall Report: 8/18/09
	4	<u>Clothing & Supplies:</u>	X		3 uniform sets provided at initial intake per Laundry Officer
		1. 2 sets of Uniforms (Males)			
		2. Seasonal Clothing (Warmer clothing for colder weather; Colder clothing for warmer weather)	X		Describe: Jackets provided as needed in units (seasonal) per Unit Team Management
		3. Underwear	X		At initial intake and exchanged as needed
		4. Personal Hygiene:	X		At initial intake and exchanged as needed in each unit
		a. Soap			
		b. Toothbrush	X		At initial intake and exchanged as needed in each unit
		c. Toothpaste	X		At initial intake and exchanged as needed in each unit
		d. Deodorant	X		At initial intake and exchanged as needed in each unit
		5a. Monthly Exchange (Y/N) If No, why or why not?	X		Exchange completed "as needed" by Unit Team (uniforms and linen)
		6. Workline Appropriate Clothing:	X		Appropriate clothing per workline assignment: kitchen and outdoor
B.	4	<u>Laundry:</u>	X		Weekly Schedule: Posted in Units
		1. Weekly Laundry Service (Describe weekly schedule)			Mondays: Wkly washes - whites Tuesdays: Wkly washes - colors Wednesdays: Blankets (monthly); whites Thursdays: Uniforms; Wkly colors Fridays: Wkly washes - whites
		a. Boots (as appropriate)			
		b. Gloves (as appropriate)	X		
		7. Linen:	X		At initial intake and exchanged as needed in each unit
		a. Towel			
		b. Sheets	X		
		c. Pillow Case	X		
		d. Blanket (Wool) or	X		
		e. Blanket (Cotton) Available	X		

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		2. Laundry Exchange (clean, laundered replacements)	X		Facility exchanges offered in units – OMS inputted per Unit Management Team
		2a. Laundry Exchange every 6 mos.	X		Exchanges as needed basis between 4-6 months.
C.	4	<u>Inmate Property:</u>	X		Disclaimer forms filed and organized in inmate property file.
		1. Property Disclaimer Form			
		2. Lost/Stolen Property Form	X		Forms filed, organized and in place in inmate property file.
		3. Secured Property Room	X		Property room secured and organized in Seg Unit.
		4. Property Officer	X		Property Officer: C/O Streeter (Excess property sent out 30-day SCC Policy 14-6)
		5. Segregation Property Form & Confiscation Form	X		Form completed for every inmate in segregation: YES – in triplicate copies; 14-6A Form
		5a. Secure Segregation Storage	X		Location: N-Unit
D.	4-5	<u>Food Service (Canteen Contract Services):</u>	X		Food Service Manager: Mr. Parker
		1. Rice served daily	X		Rice bar during evening meal
		2. Fresh/Canned Fruit Weekly	X		Exceeds requirement
		3. Menus Approved by Dietician	X		
		3a. Meals based on current U.S. Dietary Guidelines	X		Calorie Count per inmate: 3,200
		3b. Copies of Cycle Menus Provided	X		Date of menu: 11/23/09
		4. Medical Meals Approved by Facility's Physician (CCA Policy)	X		
		5. Religious Meals Approved by Facility's Chaplain (CCA Policy)	X		
		6. Special Dinner Menus:	X		
		a. Prince Kuhio Day (March)	X		
		b. King Kamehameha Day (June)	X		
		c. Other special event	X		Describe other: MLK Day, Independence Day, Thanksgiving & Christmas, all other religious programs are given a special meal.

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<u>Kitchen:</u>			
1. Food served compares to menu	X		
2. Dead man trays	X		Maintained for how many days: 3
3. Alternative disaster menu	X		
4. Food portion control	X		Appropriate utensils used
5. Workline training on sanitation/hygiene, tool/equipment safety, hand washing techniques	X		All logs current
6. Sufficient hair nets available	X		
7. Sufficient gloves available	X		
8. Workers know location of hair nets and gloves	X		
9. Food handlers/Cooks wear hair nets and gloves	X		
10. Appropriate footwear are used	X		Footwear appropriate
11. Internal inspection of kitchen, dining areas, food storage and preparation areas	X		
12. Internal inspection of tools, equipment and liquid soap dispensers	X		Seals on stainless steel large hot boxes has been replaced/repared since last audit.
13. Adequate drainage near washing stations	X		
14. Dry Storage: Appropriate lighting	X		
15. Food stored at least 6' off floor	X		
16. Food stored at least 18" from ceiling	X		
17. Food is covered, labeled and dated	X		Organized; not excessive
18. Separate storage for food and non-food items	X		
19. Emergency supply # of days <u>14</u>	X		
20. Regular insect control maintenance	X		Every 6 months
21. Refrigerators/Freezers thermometers operable	X		Internal thermometers working
22. Evidence (log) shows thermometers are calibrated on a routine basis	X		
23. Refrigerator temperature monitored and recorded <u>2</u> per day	X		38 degrees.

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24. Freezer temperature monitored and recorded <u>2</u> per day	X		10 degrees.
25. Refrig/Freezer food is stored at least 6' off ground	X		
26. Refrig/Freezer food is covered, labeled and dated	X		
27. Refrig/Freezer doors are sealed, cleaned and in tact	X		
28. Refrig/Freezer vents/fans are clean and free from dust	X		
29. Refrig/Freezer hinges/locks/ are in good repair	X		
30. Refrig/Freezer is clean inside and out	X		
31. Portable Food carts in working order	X		
32. Food prep/production areas are clean, sanitized and in good repair	X		
33. Grease traps are clean	X		Were being cleaned during audit
34. Inventory control for sharp utensils	X		Maintained by security staff.
35. Mops, cleaning supplies and chemicals are securely stored and inventoried	X		
36. Garbage containers covered with tight fitting lids	X		
37. Scheduled garbage removal from kitchen after each mail	X		
38. Adequate outside storage of garbage until trash removal	X		Area clean no evidence of pests or rodents.
39. Dishwashing temp log (125-140 degrees)	X		140 degrees.
40. Dishes/pots/pans properly scraped and free from excessive stains and caked foods	X		

Describe: # of Supervisors/hours per shift: 2 Breakfast 2 Lunch 2 Dinner

E.	5	<u>Inmate Commissary:</u> 1. Commissary Services a. Non-essential items (soda, candy, personal items)	X		Vendor Name: Mid States Commissary centralized for CCA Arizona facilities; Warehoused and shipped weekly. Ice Cream and sodas are stocked at facility only.
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		2. Commissary proceeds utilized for General Inmate Population Benefit (commissary maintenance, equipment, services, programs)	X		Proceeds used for recreation supplies, Direct TV (satellite tv), musical equipment, materials in Law Library.
		3. Commissary Revenues (May be used to pay all operating expenses of the commissary)	X		Revenues operate revolving funds for commissary goods and operations.
F.	5	<u>Recreation:</u> 1. Indoor Activities Provided	X		Describe indoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music room, hobby craft shop and various indoor tournaments (sign up available)
		2. Outdoor Activities Provided	X		Describe outdoor activities available: Basketball, Track, Nautilus weight training, various tournaments throughout year
G.	5	<u>Library Services:</u> 1. Recreational Library	X		Recreational Librarian: Ms. Watley Recreational Library Hours: 0800-1030 hrs; 1330-1500 hrs. Recreation library passes given.
		a. Hawaii-based newspaper available in library (at cost of State)	X		
H.	5	<u>Visitation:</u> 1. Visitation Room Available	X		Visits conducted Friday thru Monday; N-Unit visits during Wednesdays.
		2. Video Visit Conferencing	X		Scheduled via Mainland Branch.
		3. PolyCom Equipment Operable	X		
I.	5	4. Special Visits (Pastoral, Legal and Families 300 miles or more) allowed	X		
		4a. Non-contact visits	X		
J.	5 - 6	<u>Grievance Procedures:</u>	X		Grievance Officer: Mr. Valenzuela Boxes available in dining hall (GP inmates) and each pod (Seg).
		1. Secured Grievance Boxes			
		2. Informal Grievances Forms	X		
		2a. Informal Grievance Logging & Tracking System	X		
		3. Formal Grievance Forms	X		
		3a. Formal Grievance Logging & Tracking System	X		
		4. Designated time limits and filing appeals are consistent with the policy	X		
		5. Grievance Officer replying to grievances and not staff members	X		With exception of medical grievances due to HIPPA (medical staff to respond)

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		6. Opportunity to Appeal Decision	X		
K.	6 - 7	<u>Access to Courts:</u> 1. Law Library	X		Law Librarian: Ms. Whatley Law Library Hours: (0745-1030 hrs; 1330-1545 hrs) – GP inmates N-Unit (Seg) is scheduled for law library via Unit staff.
		2. Parole Hearings Conducted	X		HPA sends out monthly schedules for facility.
		3. Attorney calls scheduled with facility	X		Mainland Branch schedules all legal calls with facility.
		3a. Court hearings afforded by telephone as necessary	X		Mainland Branch schedules all court hearing calls with facility.
		4. Law Library Collection (KIOSKS): a. Hawaii Revised Statutes (HRS) b. Session Laws of Hawaii (SLH) c. Hawaii Reports d. Hawaii Appellate Reports e. U.S. Code Annotated f. Shepard's Hawaii Citations g. HI Court Rules (State) h. HI Court Rules (Federal) i. HI Digest j. Black Law's Dictionary k. Federal Civil Procedures & Rules l. Supreme Court Reports	X 		Kiosk downloads received by facility; awaiting technical support for installation by vendor.
L.	7- 8	<u>Security & Control:</u> 1. Security Staffing Plan (to include all mandatory posts) is updated and available for review	X		1.71 formula (7-day post) 1.50 formula (5-day post)
		2. Urinalysis Program: Minimum of 10% of State's Total Population	X		CCA Policy #: 9-4 10.3% - 10.4% of pop randomly tested.
		3a. Second test made available at inmate request/cost	X		Instant check cops used; automatic 2 nd test for positive indication.
		3b. Positive Results Reported to PSD within 24-hours of Facility Receiving Results	X		
		4. Contraband Management	X		CCA Policy: #9-6
		4a. Policy covers definition, appropriate storage and critical areas to search	X		CCA Policy: #9-5

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4b. Routine facility shake-down for contraband	X	Facility maintains good schedule. Each cell requires search 2x monthly (random).
4c. Inmates given proper written notification of contraband	X	Inmates sign Property Receipt; listing of allowable property in housing units and Inmate Handbook.
5. Emergency Response Preparedness	X	CCA Policy #: 8-1
5a. Security protocols on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats, natural disasters, etc.	X	Included in general post orders; evacuation plans in every housing pod/building.
5b. Appropriate agreements with the local county and law enforcement agencies in emergency responses	X	MOU w/ outside agencies dated 3/13/08
5c. Proper training of all staff in emergency response plans (i.e. Command post, Food service, etc.)	X	Trainer: J. Marsh Initial training = 160 hrs In-Service training = 40 hrs / per yr
6. 5-1 Policy	X	
6a. Investigations Completed in timely manner per policy <u>14</u> days	X	Facility Investigator: S. Williamson
6a. Proper notification of Priority 1 incidents to the State	X	Priority 1 Investigations completed within 7 days of incident.
7. Formal Count on each Shift	X	At least 2x daily (day/evening); 3x night shifts
8. Tool & Key Control	X	
8a. Is there a Tool & Key Control Officer?	X	Control Officer: E. Gobeia
8b. Adequate storage of all tools & keys in the facility?	X	Central Control/Armory
8c. Proper logging system for issuance and return of tool?	X	Central Control/Education
8d. Proper logging system for issuance and return of keys?	X	Central Control
8e. Proper shadow boards to provide rapid visual inventory of tools?	X	Education, Maintenance
8f. Immediate reporting procedure for lost or damaged tools	X	Removal system in place
9. Security Inspections	X	Shift supervisors conduct and document on daily shift report.
9a. Security inspections in accordance to CCA policy	X	CCA Policy # 9-7
9b. Security inspection checklist available	X	CCA Policy #9-6

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		9c. Area inspections are documented and logged for review	X		
		9d. Security deficiencies are documented and corrected	X		Plan of Action (POA)
M.	8	<u>Use of Force:</u> 1. Proper policy which governs the use of force against inmates	X		Chief of Security: M. Lopez CCA Policy # 9-1
		2. Facility staff training provided in accordance with policy	X		
		3. Proper notification made to State	X		
N.	8-9	<u>Discipline:</u> 1. Hearings are conducted in timely manner per policy <u>7</u> # days	X		Hearings Officer: Lt. R. Wallis
		2. Charges match the offense	X		
		3. Copies of disciplinary report given to inmate to review	X		
		4. Disciplinary committee is impartial and was not involved in the original write-up	X		
		5. Disciplinary segregation not to exceed 60 days without Mainland Branch approval	X		
		6. Discipline Reports Completed & mailed out each month	X		
		7. Inmate has opportunity to appeal	X		
O.	9	<u>Inmate Trust Account:</u> 1. Spendable/Restricted Accounts	X		ITA managed on CCA's OMS system
P.	9	<u>Restitution:</u> 1. 10% Deduction of Inmate Wages	X		Restitution is taken from Corporate Inmate Accounts after copy of court orders are received by Mainland Branch.
Q.	9-10	<u>Telephone Costs & Services:</u> 1. Electronic monitoring available	X		Monitoring is done by Facility Investigator
		2. Cost of phone call/per minute	X		Telephone Provider: ISC .25 per minute (direct calls); \$3.00 service chg for collect calls
R.	10	<u>DNA Testing Program:</u> 1. Staff trained in DNA Collection	X		DNA Collected by (ie Intake): R&D (10-15 Staff available)
		2. DNA test prior to Inmates return to Hawaii	X		
		3. DNA signed forms faxed to Mainland Branch prior to Inmate's return	X		Faxed to Mainland Branch; original mailed via Fed Ex and inputted on Offendertrak system.
		4. DNA kits available at facility	X		

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S.	10	<u>Inmate Programming:</u>	X		Principal: Ms. Sell
	12	1. Educational Ability Assessment			
		2. Basic Literacy/ESL	X		
		3. Adult Basic Education	X		
		4. GED/Testing	X		
		5. Lifeskills/Breaking Barriers	X		
		6. Vocational Training	X		Types: Wood works, plumbing, electrical, computer training
		7. PSD SMSIV Input	X		
		8. Workline Opportunities; 2/3 Population Working	X		
		8a. Payscales per policy	X		
		9. Hobby Crafts available	X		In-cell and hobby shop available
		10. College Correspondence (at Inmate's expense) – Not required by Contract	X		College classes to begin April 2010.
		10a. Distance Learning Satellite System (at PSD's expense) - Not required by Contract	N/A		Ongoing issues on program availability through CEA; program placed on hold.
		11. Special Housing Incentive Program (SHIP)	N/A		Due to violent incident involving death of an inmate in SHIP2, education program placed on hold.
T.	12	<u>Substance Abuse Program:</u>	X		Addictions Treatment Manager: K. Johnston, LPC, LSIC (as of 6/14/10)
	13	1. Substance Abuse (Level 2) (SCC only)			1:29 staff ratio
		2. Therapeutic Community (Level 3) (SCC only)	X		1:12 staff ratio;
		3. Aftercare (SCC only)	X		10-week program after RDAP3 completion
		4. PSD SMSIV Input	X		Since new hire of ATM, data entry will resume regularly.
		5. LSI-R / ASUS Certified	X		
U.		6. LSI-R/ASUS completions mailed to Mainland Branch	X		
	13	<u>Religious Programs:</u>	X		Chaplain: C. Miller
		1. Weekly Religious Services			

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V.	13	Classification: 1. Completed Annually by the Facility Classification Officer	X		Classification Supervisor: C. Frappiea
		2. Special Classification completed for SHIP/Administrative Segregation	X		
		3. Classification input on Offendertrak	X		
W.	15	Health Care:	X		Actual Standards score: 92%
	19	Operate 85% of NCCHC Standards			
		1. Health Services Administrator	X		Health Services Administrator: P. Sells
		2. Licensed Staffing	X		Training and licenses up-to-date
		3. Primary Care Services	X		Sick call appropriate and referrals timely
		4. Chronic Care Management	X		No backlog; CCC is 45% of total pop; 20 add hrs of MD services.
		5. Medical & Specialty Care	X		Appts. timely and near facility.
		6. Infirmary Services	X		Considered observation
		7. Routine Diagnostic Services	X		Improvement plan initiated to have labs done by CCC visit
		8. Health Appraisals	X		All up-to-date
		9. Physical Medicine	X		
		10. Infection Control	X		Monitored
		11. Immunizations	X		Up to date
		12. Mortality & Peer Reviews	X		2 recent
		13. Dental Services	X		Waiting list decreased to 3-weeks
		14. Mental Health Services	X		Follow ups timely
X.	20	15. Co-payment Fees	X		Amount of Co-payment: \$3.00
	24	16. Prosthesis agreement available	X		HI form explained to each I/M
		Personnel: 1. 24-Hour Staffing Plan	X		
		2. Criminal History/Background Checks on all Facility Employees	X		
		3. Correctional Officer Training (160 hours basic training; 40 hours annual)	X		Trainer: J. Marsh
		4. Full-Time On-Site Warden	X		Warden's Name: T. Thomas
		5. Case Managers (Males)	X		Ratio: 1:124
		6. LSI-R Training	X		
		7. Offendertrak Access (MIS)	X		
		8. Quality Assurance Manager	X		QAM: C. Hauber

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		a. Tracks all facility policies	X		
		b. Schedules internal audits	X		
		c. Coordinates external audits	X		
		d. Tracks audit deviations	X		
		e. Policy/procedural changes for Warden's review/approval	X		
		f. Provides Response & Corrective Action Plan within 30 days	X		
		9. Unit Management Model	X		
Y.	24	Reporting:	X		Monthly report processed and confirmed per Warden's Secy.
	25	1. Progress Reports (Every 6 mos.)	X		Monthly input: Offendertrak
		2. Classification	X		
		3. 5-1 Reports	X		
		4. Disciplinary Reports	X		
		5. Monthly Report	X		
Z.		Administrative Matters:	X		
		1. Refer Inmate for Prosecution for Violating Laws of state			
		2. Refer Staff for Prosecution for Violating Laws of state	X		
		3. Liquidated Damages	X		
		a. Is procedure in place?			
		b. Level III Treatment	X		
		c. Staffing Patterns (mandatory posts)	X		
		d. 90 days initial activation before liquidated damages can be applied	X		
		Facility Population:	X		Rated Capacity: 1896
		1. Facility Population Count			Hawaii Count: 1883

FACILITY: Saguaro Correctional Center, Eloy AZ

DATE OF VISIT: June 29 – July 1, 2010

AUDIT TEAM MEMBERS: Shari Kimoto, MB/Administrator; John Ioane, Contract Monitor; Carol Payne, PSD/Health Care; Larry Hales, PSD/Substance Abuse Administrator; Cpt. Clement Gusman, OCCC/Security.

AUDIT COMPLETED BY: Shari Kimoto, MBA

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